

# Mohamed Safeer

Dubai

[mohamedsafeer68\\_rae@indeedemail.com](mailto:mohamedsafeer68_rae@indeedemail.com)

00971 55 434 7679

Married.

Nationality: Indian

D.O.B: 26th March 1984

Religion: Islam

Passport No: L9464446

Passport status: Valid until 25.05.2024

Current Position: Executive Sales Co-ordinator / Commercial

Visa Valid: 15th April 2020

Visa Status: Visit Visa

## Work Experience

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### **Sales Co-ordinator & Administrator**

Alfaneyah electromechanical co - Jeddah, SA

November 2015 to Present

Saudi

### **Logistics Coordinator**

Arabia - Colombo, LK

May 2019 to December 2019

Sri Lanka.

responsibilities (Executive Sales Co-ordinator & Administrator)

- Generating enquiries, searching and following up the new projects in the market.
- Maintaining the enquiry follow up register.
- Co-ordinating with sales team by managing schedules, filing important documents and communicating relevant information.
- Ensuring the adequacy of sales related equipment or material.
- Handle the processing of all orders with accuracy and timelines.
- Inform clients of unforeseen delays and problems.
- Monitor the team's progress, identify shortcomings and propose improvements.
- Preparing the pre-qualification and technical submittal to the client.
- Releasing the order to our Vendors after receiving the order from the Contractors.
- Co-ordinate with Sales collect the weekly report.
- Following up for the payment with Clients or Contractors
- Preparing Monthly report for the Management regarding Order booking, Invoices & Collection and MIS Report.
- Coordinating with the Accounts department to prepare invoices for the delivered materials.
- Undertake the tasks of receiving calls, take message and routing

corresponds.

- Handle request and queries appropriately.
- Maintain diary, arrange meeting and appointments and provide reminders.
- Make travel arrangements.
- Take dictation and minutes and accurately entire data.
- Make office supplies and research advantageous deals or suppliers.
- Produce reports, presentation and brief.
- Develop and carry out on efficient documentation and filing systems.

#### Roles and Responsibilities (Executive Logistics & Commercial)

- Managing all import & Export procedures for wide range of requirement including Air, sea and Road across the middle East(UAE, Saudi)
- In-depth knowledge of import/export documentation and customs clearance processes including Certificate of Origin, Legalization, HS Codes and SASO requirements.
- Obtaining duty exemption for Government related projects.
- Managing the import and export processes of Hazardous material.
- Track delivery status of Purchase orders and expedite as required to meet project schedules.
- Coordination and liaising with logistics providers for timely material deliveries to site.
- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Writing up accurate and grammatically correct sales correspondence.
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- Effectively communicating with customers in a professional and friendly manner.
- Ordering and ensuring the delivery of goods to customers.
- Supporting the field sales team
- Ensuring that staff uniforms and personal appearance are always clean and professional.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Organising sales promotional campaigns.
- Contacting potential customers to arrange appointments.
- Speaking with customers using clear and professional language.
- Resolving any sales related issues with customers.
- Completing the administrative needs of the Sales Department.
- Making follow-up calls to confirm sales orders or delivery dates.
- Responding to sales queries via phone, e-mail and in writing.
- Accurately analyzing and assessing statistical data.
- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Writing up accurate and grammatically correct sales correspondence.

- Tracking sales orders to ensure that they are scheduled and sent out on time.

**Commercial Executive sincw**

Prime Star Technologies Co.Ltd - Riyadh, SA

July 2014 to October 2015

Saudi Arabia.

**Logistics & Procurement Executive**

Prime Technologies LLC - Dubai, AE

May 2008 to June 2014

UAE.

## Education

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**Diploma in Office Automation in DOA**

Computer Software College - Tiruchchendur, Tamil Nadu

May 2005 to May 2006

**Bachelor of Science**

Manomanium Sundaranar University

April 2001 to November 2004

## Skills

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EXCELLENT TYPING, TYPING, EXCEL, MS EXCEL, MS OFFICE

## Additional Information

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**COMPUTER SKILLS**

- MS Word, MS Excel, Power Point, MS Office, Tally 7.2, Orbits 2003
- Excellent Typing skills with accuracy